

広報番号： Announcement No.	104-2008-NAVFAC-SA (001)
募集締切日： Closing Date	26 Dec 08 1st cut off: 16 Oct 08 After 1st cut off, Thursdays every two weeks
発行日： Date of Issue	3 Oct 08

<p>1.職種名 Job title (等級 Grade <u>5</u> / 語学等級 LAD <u>3</u>)</p> <p>Maintenance Coordinator, #317</p> <p>Acceptable trainee level: Production Control Clerk, #159, BWT 1-4</p> <p><input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系</p> <p>Administrative Blue Collar Trade Security Medical</p>	<p>募集人数 No. of Recruitment</p> <p>1 名</p>	<p>4.募集範囲 Area of Consideration</p> <p><input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity</p> <p><input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance</p> <p><input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide</p> <p><input checked="" type="checkbox"/> 外部 Off Base Applicant (提出先等 2 ページ目参照、See 2nd Page)</p>
<p>2.部隊 Activity: NAVFAC FE, PWD Sasebo, Facilities Management Division, Requirements Branch, Work Reception/Control Section</p> <p>勤務場所 Working Place: Sasebo (Hirase)</p>		<p>5.雇用の種類 Type of Employment</p> <p><input checked="" type="checkbox"/> MLC</p> <p><input type="checkbox"/> IHA <input type="checkbox"/> HPT</p> <p><input checked="" type="checkbox"/> 常用 Permanent</p> <p><input type="checkbox"/> 限定 Limited Term (<u> </u>ヵ月 Months)</p>
<p>3.勤務時間 Work Schedule (週 <u>40</u> 時間制hrww)</p> <p>勤務日 Work Days: Monday - Friday</p> <p>勤務時間・休憩 Work Hours/Recess Period: 0800 - 1645 / 1200 -1245</p> <p><input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel</p>		

6.職務内容 Duties:

Receives/replies customers calls & work requests.
Performs a technical review of job orders.
Controls Long /Short range shop load plan.
Reviews the manpower requirements & advises the workload & the work methods.
Advises/coordinates with shop planners, estimators, inspectors, design engineers and for projects, design schedule, and planning.
Prepare operating & progress reports.

BWT 1-5:

1. At least one year of clerical or technical or administrative work experience equivalent at 1-4 level in the related work or completion of 4-years college/university in a related field.
2. General knowledge for construction or maintenance works in the architectural, electrical or mechanical fields.
3. Skill in operating computer such as MS Word, Excel.
4. Ability to speak, read and write English at average proficiency level (LAD-2)

BWT 1-4:

1. At least one year of clerical, technical, or administrative work experience in any field or completion of 4-years college/university in any field.
2. Skill in operating computer such as MS Word, Excel.
3. Ability to speak, read and write English at average proficiency level (LAD-2)

* Overtime may be required of the incumbent at management's direction.

Handicapped applicants may be accepted, depending on the degree and kind of disability.

英語力 English Language Proficiency : ☐ 必要なし None ☐ 初級 Basic ☒ 中級 Intermediate ☐ 上級 Advanced ☐ 特段の能力 Exceptional

學歷 Educational Background :	See block 7	免許証／修了証 License/Certificate Required:	7 欄参照 See blocks 7
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<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (上記と同じ言語で, Same language as above) <input type="checkbox"/> 運転免許証の写し Copy of Driver's License <input type="checkbox"/> 修了証／証明書の写し Copy of Certificate <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) * (注) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)	
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問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
担当部署／担当者名 Office/POC 施設部管理課／大塚 NAVFAC FE, PWD Sasebo, Fisnancial/Admin Svc Div/ Otsuka ☎ (内線/Extension) 252-3411	〒 857-0056 佐世保市平瀬町 米海軍佐世保基地民間人人事部雇用課 Hirase-cho, Sasebo City COMNAVFORJAPAN, HRO Sasebo Satellite Office MLC/IHA Employment Branch, Bldg# PW47 (受付時間 Customer Service Hours: 0800 – 1600) ☎0956-50-3656 (DSN: 252-3656)	PD No.: FEC-PRS111-007
		PD is accurate and current. Certified by Activity: mt
		HRO: N136E

外部応募者申込先 Place to Apply for Off-base Applicants

佐世保公共職業安定所 佐世保市稲荷町 2－3 0 電話：0956-34-8609
 (受付 0900-1100, 1300-1600 Web Site: <http://www.hellowork.go.jp/>)
 又はオンライン申し込み (駐留軍等労働者労務管理機構 Web Site: <http://www.lmo.go.jp/recruitment/>)
 Sasebo Public Employment Security Office “HELLO WORK”: 2-30 Inari-cho, Sasebo
 Phone: 0956-34-8609 (Service Hour: 0900-1100, 1300-1600 Web Site: <http://www.hellowork.go.jp/>)
 On-line application request is possible. (Web site: <http://www.lmo.go.jp/recruitment/>)

外部応募者申込書類提出先 Place to Submit Applications for Off-base Applicants

独立行政法人 駐留軍等労働者労務管理機構 佐世保支部
 〒 857-0056 佐世保市平瀬町 3－1 (電話：0956-23-7191 FAX：0956-23-9229)
 受付時間：午前 9 時～午後 5 時；月曜日～金曜日 (祭日を除く)
 Labor Management Organization, Sasebo Branch: 3-1 Hirase-cho, Sasebo (Phone: 0956-23-7191 FAX：0956-23-9229)
 Open from 0900 to 1700 hours. Monday through Friday (except Holidays)

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.

提出された応募書類はお返ししません Submitted applications will not be returned.

*(注) 英語の能力を証明するものの写しがない場合でも、それと同等以上の英語の能力を持っていると応募用紙に自己申告することによって応募資格があるとみなす。Applicants are qualified as self-certifying the required English proficiency on the application without copy of certification.

募集締切日必着です。Eメールやファックスでの応募書類は受付できません。Applications must be received by the closing date of the Vacancy Announcement. Emailed and Faxed applications will not be accepted.